

# Modified TPA

## 6.0 Introduction – Modified Transfer of Physical Assets

**Modified TPA submissions** are made to change ownership percentages of principles in an entity. Changes in ownership percentages are made within existing principals of the entity or by adding new principles to the current organization structure. Details on the types of transactions that qualify as modified TPA are discussed in [HUD Handbook 4350.1, Chapter 10](#).

### 6.1 Creating a Modified TPA Submission

The Modified TPA Submission is completed via a wizard process guiding users through each step.

**Step 1.** On the APPS Home Page, select “**Create Submission**” from the *Submission Processing* drop-down list.

**Step 2.** Click “**Go**”.

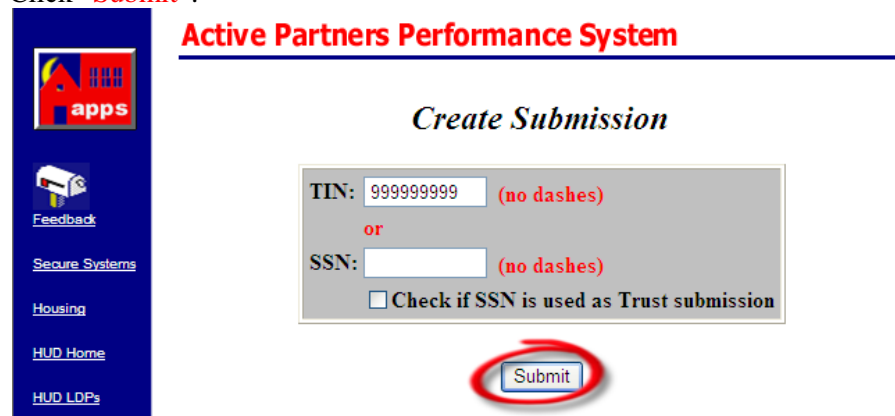


The screenshot shows the 'Active Partners Performance System' header. Below it is the 'APPS Home Page' title. A green text prompt says 'Click "What's New" for useful APPS related information'. The 'Submission Processing:' section has a dropdown menu with 'Create Submission' selected and a 'Go' button next to it, which is highlighted by a green arrow. Below this is the 'Participant Processing:' section with an empty dropdown and a 'Go' button. The 'Reports:' section also has an empty dropdown and a 'Go' button. On the left is a blue sidebar with the 'apps' logo and links for Feedback, Secure Systems, Housing, HUD Home, HUD LDPs, GSA EPLS, and 2530 Contacts.

**Step 3.** The Create Submission screen displays.

**Step 4.** Enter the applicant's TIN or SSN.

**Step 5.** Click “**Submit**”.



The screenshot shows the 'Active Partners Performance System' header. Below it is the 'Create Submission' title. The form contains fields for 'TIN: 999999999 (no dashes)' and 'SSN: (no dashes)', with 'or' between them. There is a checkbox labeled 'Check if SSN is used as Trust submission'. A 'Submit' button is at the bottom, circled in red. The same blue sidebar from the previous screenshot is on the left.

**Step 6.** The Create Submission screen will display.

**Step 7.** Select “**Modified TPA/Org. Change**” from the type of submission drop-down list.

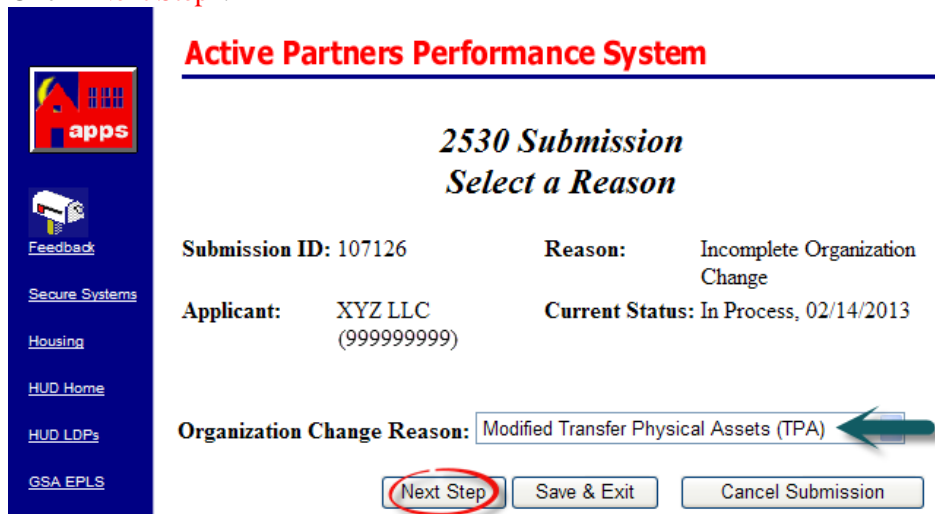
**Step 8.** Click “**Submit**”.



**Step 9.** The 2530 Submission Select a Reason screen will display.

**Step 10.** Select “**Modified Transfer Physical Assets (TPA)**” from the *Organization Change Reason* drop-down list.

**Step 11.** Click “**Next Step**”.



**Step 12.** The 2530 Edit Organization Structure screen will display.

## 6.2 Adding a Principal

**Step 1.** From the Edit Organization Structure screen, click “Add Principal”.

**Active Partners Performance System**

**2530 Submission**  
**Edit Organization Structure**

Submission ID: 107126 Reason: Incomplete Organization Change

Applicant: XYZ LLC (999999999)

Current Status: In Process, 02/14/2013

Select	Name	Type	Role	Ownership Percent	Begin Date in Organization	Direct Previous Participation	Certified	Change
<input type="radio"/>	Doe, Jane (XXX-XX-2934)	Individual	Key Principal	0	03/02/2011	Yes	No	

**Step 2.** The Participant Search screen displays.

**Step 3.** Enter the participant’s TIN or SSN (To add an entity to the organization structure, the subject entity should have a baseline in APPS).

**Step 4.** Click “Search”.

**Active Partners Performance System**

**Participant Search**

TIN:  (no dashes)


or

SSN: 999999999 (no dashes)

**Step 5.** The Add Principal to Organization screen displays.

**Step 6.** Enter the **Role in Entity**, **Percent Ownership in Entity** and **Starting Date in Entity**. Fields marked with a red asterisk (\*) are required.

**Step 7.** Click “Save”.

  
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## Active Partners Performance System

### Add Principal to Organization

Prefix:	<input type="text"/>
* First Name:	<input type="text" value="John"/>
Middle:	<input type="text"/>
* Last Name:	<input type="text" value="Doe"/>
Suffix:	<input type="text"/>
* SSN:	<input type="text"/>
<b>Physical delivery address</b>	
* Address:	<input type="text" value="999 Contoso Street"/>
	<input type="text"/>
* City:	<input type="text" value="Fairfax"/>
* State:	<input type="text" value="VIRGINIA"/>
* Zip Code:	<input type="text" value="22031"/> - <input type="text"/>
* Country:	<input type="text" value="USA"/>
<b>If country not United States</b>	
Territory:	<input type="text"/>
* Postal Code:	<input type="text"/>
* Phone:	<input type="text" value="999-999-9999"/>
Fax:	<input type="text"/>
* E-mail:	<input type="text" value="john.doe@contoso.com"/>
Cell Phone:	<input type="text"/>

Parent Participant:	<input type="text" value="XYZ LLC"/>
* Role in Entity:	<input type="text" value="Manager"/>
Role Comment:	<input type="text"/>
* Percent Ownership in Entity:	<input type="text" value="0"/> % <b>(100.00)</b>
* Starting Date in Entity:	<input type="text" value="02"/> - <input type="text" value="01"/> - <input type="text" value="2013"/> <b>(mm-dd-yyyy)</b>

- Step 8.** The 2530 Submission Edit Organization Structure screen will display with the new principal information and will display the following message: “Principal added Successfully.”



**Active Partners Performance System**

**2530 Submission**  
**Edit Organization Structure**

Principal added Successfully

Submission ID: 107126 Reason: Incomplete Organization Change

Applicant: XYZ LLC (999999999)

Current Status: In Process, 02/14/2013

Select	Name	Type	Role	Ownership Percent	Begin Date in Organization	Direct Previous Participation	Certified	Change
<input type="radio"/>	Doe, Jane (XXX-XX-2934)	Individual	Key Principal	0	03/02/2011	Yes	No	
<input type="radio"/>	Doe, John (XXX-XX-7062)	Individual	Manager	0	02/01/2013	Yes	No	Add

Add Principal Edit Principal Remove Principal

Previous Step Next Step Save & Exit Cancel Submission

## 6.3 Editing Information

- Step 1.** On the 2530 Submission Edit Organization Structure screen, select the principal to be edited.

**Step 2.** Click “**Edit Principal**”.

**Active Partners Performance System**

**2530 Submission**  
**Edit Organization Structure**

**Principal added Successfully**

Submission ID: 107126 Reason: Incomplete Organization Change

Applicant: XYZ LLC (999999999)

Current Status: In Process, 02/14/2013

↓

Select	Name	Type	Role	Ownership Percent	Begin Date in Organization	Direct Previous Participation	Certified	Change
<input checked="" type="radio"/>	Doe, Jane (XXX-XX-2934)	Individual	Key Principal	0	03/02/2011	Yes	No	
<input type="radio"/>	Doe, John (XXX-XX-7062)	Individual	Manager	0	02/01/2013	Yes	No	Add

**Step 3.** The Edit Principal within Organization screen displays.

**Step 4.** Make the necessary edits to the principal.

**Step 5.** Click “Save”.

**Active Partners Performance System**

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*Edit Principal within Organization*

**Prefix:** Mr.

**\* First Name:** Jane

**Middle:**

**\* Last Name:** Doe

**Suffix:**

**\* SSN:** 410762934

**Physical delivery address**

**\* Address:** 999 Contoso Drive

**\* City:** Fairfax

**\* State:** VIRGINIA

**\* Zip Code:** 22031 -

**\* Country:** USA

**If country not United States**

**Territory:**

**\* Postal Code:**

**\* Phone:** 999-999-9999

**Fax:**

**\* E-mail:** jane.doe@contoso.com

**Cell Phone:**

**Parent Participant:** XYZ LLC

**\* Role in Entity:** Owner

**Role Comment:**

**\* Percent Ownership in Entity:** 100 % (100.00)

**\* Starting Date in Entity:** 3 - 2 - 2011 (mm-dd-yyyy)

**Save**

Parent Organization Structure

2530 Submission

-- Select participant processing --  **Go**

**Step 6.** The screen refreshes with the message “Save was successful.”



**Step 7.** Click “Parent Organization Structure”.

Parent Organization Structure

**Step 8.** The 2530 Submission Edit Organization Structure screen displays.

**Step 9.** Repeat the process as necessary.

**Step 10.** Click “Next Step”.

  
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## Active Partners Performance System

### 2530 Submission Edit Organization Structure

**Submission ID:** 107126    **Reason:** Incomplete Organization Change

**Applicant:** XYZ LLC (999999999)

**Current Status:** In Process, 02/14/2013

Select	Name	Type	Role	Ownership Percent	Begin Date in Organization	Direct Previous Participation	Certified	Change
<input type="radio"/>	Doe, Jane (XXX-XX-2934)	Individual	Owner	100	03/02/2011	Yes	No	Change
<input type="radio"/>	Doe, John (XXX-XX-7062)	Individual	Manager	0	02/01/2013	Yes	No	Add

**Step 11.** The 2530 Submission Edit Contact Information screen will display.

**Step 12.** Edit necessary contact information and click “**Next Step**”.

**Active Partners Performance System**

**2530 Submission**  
**Edit Contact Information**

**Submission ID:** 107126      **Reason:** Modified Transfer Physical Assets (TPA)  
**Applicant:** XYZ LLC (999999999)      **Current Status:** In Process, 02/14/2013

**Contact Information**

\* **Name:** Jane Doe  
\* **Phone:** 123-456-7890  
**Fax:**  
\* **Email:** jane.doe@xyz.com  
**Pager:**

Previous Step **Next Step** Save & Exit Cancel Submission

**Step 13.** The 2530 Submission Edit Applicant Comments screen will display.

**Step 14.** Enter the necessary comments and click “**Next Step**”.

**Active Partners Performance System**

**2530 Submission**  
**Edit Applicant Comments**


**Submission ID:** 107126      **Reason:** Modified Transfer Physical Assets (TPA)  
**Applicant:** XYZ LLC (999999999)  
**Current Status:** In Process, 02/14/2013

**Applicant Comments:**  
Enter your comments here.

Previous Step **Next Step** Save & Exit Cancel Submission

**Step 15.** The 2530 Submission Certify Submission screen will display.

**Step 16.** Click “**Certify**” and complete the certification.


  
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## Active Partners Performance System

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### 2530 Submission Certify Submission

Update your previous participation at the applicant level before submitting to HUD.

Applicant		Submission ID: 107126			
Select	Name	TIN/SSN	Direct Previous Participation	Certified	
<input checked="" type="radio"/>	XYZ LLC	999999999	Yes	No	

Participants					
Select	Name	TIN/SSN	Type	Direct Previous Participation	Certified
<input type="radio"/>	Doe, Jane	XXX-XX-2934	Individual	Yes	No
<input type="radio"/>	Doe, John	XXX-XX-7062	Individual	Yes	No


Certify
  
Edit Previous Participation
  

Previous Step
Next Step
Save & Exit
Cancel Submission

Only the new person(s)/entity added to the organization has to certify and sign the submission package.

**Step 17.** Click “**Next Step**”.

**Step 18.** The 2530 Submission Send to HUD screen will display.  
**[Note]** To view the applicant’s entire organization structure, select the “**Organization Tier Structure Report**” from the select query drop-down list (please refer to [Chapter 8](#), Submission Queries and Reports).


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## Active Partners Performance System

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### 2530 Submission

**Submission ID:** 107126  
**Current Status:** In Process

**Organization Change** Reason: Modified Transfer Physical Assets (TPA)

Applicant			
Name	TIN/SSN	Direct Previous Participation	Certified
XYZ LLC	999999999	Yes	Yes

--- Select participant processing ---

**Contact Information**

\* **Name:**

\* **Phone:**

**Fax:**

\* **Email:**

**Pager:**

**Applicant Comments:**

**Current Submission Status:** In Process

Organization Tier Structure Report  [Submit submission query](#)

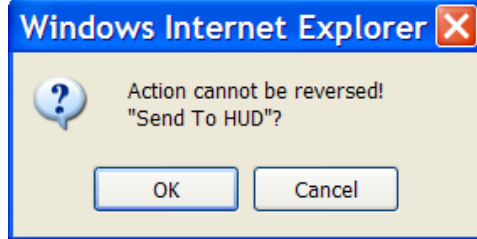
**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

## 6.4 Sending the Submission to HUD

**Step 1.** If all information is accurate, click “**Send To HUD**” on the 2530 Submission Send to HUD page.

**Send To HUD**

- Step 2.** A message will appear with the message, ‘Action cannot be reversed! “Send To HUD”?’. If you would like to proceed, click “OK”.



- Step 3.** The screen will refresh with the message “Submission sent to HUD Successfully” displayed at the top of the page.

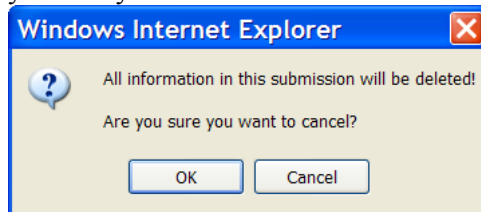
**[Note]** If all principals who are supposed to certify have not certified, the system will not allow you to send the submission to HUD. If an error message appears while trying to send the submission, fix the error and send the submission.

## 6.5 Canceling the Submission

- Step 1.** If you entered incorrect information or you no longer wish to send the 2530 submission to HUD, you may cancel the submission by clicking “Cancel”.

**[Note]** You can cancel the submission at any step during the wizard process.

- Step 2.** A warning displays with the message, “All information in this submission will be deleted! Are you sure you want to cancel?” Click “OK” to cancel the submission.



- Step 3.** By cancelling the submission, only changes made to the organization through this submission will be lost.

- Step 4.** You are returned to the APPS Home Page with the message, “Submission ID: XXXXXX has been canceled for Applicant: *Applicant Name*”.



### Active Partners Performance System

#### *APPS Home Page*

Click "What's New" for useful APPS related information

Submission ID: 105888 has been cancelled for  
Applicant: XYZ LLC

## 6.6 Querying the Submission

Refer to [Chapter 8](#), Submission Queries and Reports.

## **6.7      Printing the Submission Package**

Refer to [Chapter 5, Section 8](#), Printing the Submission Package.

## **6.8      Withdrawing the Submission**

Refer to [Chapter 5, Section 12](#), Withdrawing the Submission.

